

Chapter 2.06

CITY CLERK

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2.06.010 Office created — Election — Term. There shall be, within the city, a city clerk who shall be elected and serve for a four-year term and until a successor is elected and qualified as provided by statute. (Ord. 81-19 § 1, 1980).

2.06.020 Bond required — Compensation. Before entering upon his duties of office, the city clerk shall execute a bond in the sum of two thousand dollars with sureties to be approved by the council, conditioned upon the faithful performance of his duties. The city clerk shall receive such compensation as may be set from time to time by the council. (Ord. 81-19 § 2, 1980).

2.06.030 Signature on documents. The clerk shall seal and attest all contracts of the city and all licenses, permits and such other documents as shall require this formality. (Ord. 81-19 § 3, 1980).

2.06.040 Disposition of money collected. The clerk shall turn over all money received by him on behalf of the city to the treasurer promptly upon receipt of the same: and with such money he shall give a statement as to the source thereof. (Ord. 81-19 § 4, 1980).

2.06.050 Account keeping. The clerk shall keep the accounts showing all money received by him, and the source and disposition thereof; and such other accounts as may be required by statute, or ordinance. (Ord. 81-19 § 5, 1980).

2.06.060 Recordkeeping. In addition to the record of ordinances and other records which the clerk is required by statute to keep, he shall keep a register of all licenses and permits issued: and the payments thereon; a record showing all of the officers and regular

employees of the city; and such other records as may be required by the city council.
(Ord. 81-19 § 6, 1980).

2.06.070 Custody and use of city seal. The clerk shall be custodian of the city seal and shall fix its impression on documents whenever this is required. (Ord. 81-19 § 7, 1980).

2.06.080 Custody of documents. The clerk shall be the custodian of the documents belonging to the city which are not assigned to the custody of some other officer. (Ord. 81-19 § 8, 1980).

2.06.090 Index to documents and records. The clerk shall keep and maintain a proper index to all documents and records kept by him so that ready access thereto may be had. (Ord. 81-19 § 9, 1980).

2.06.100 Duties at council meetings. The clerk shall attend all meetings of the city council and keep a full record of all its proceedings in a minute book and shall take possession of any documents submitted to the city at the meetings. (Ord. 81-19 § 10, 1980).

2.06.110 Additional duties. In addition to the duties herein provided the clerk shall perform such other duties and functions which may be required by statute or ordinance. (Ord. 81-19 § 11, 1980).

2.06.120 Vacancy filling. In case the office of city clerk becomes vacant for any reason, it shall be filled by the mayor with the advice and consent of the council as is provided by statute. (Ord. 81-19 § 12, 1980).